

ERASMUS Programme 2025/26

Procedure and Formalities

International Office

August 2025

Trier University
of Applied Sciences

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T R I E R

ERASMUS+



Advantages of the programme:

- No tuition fees abroad
- Documentation and recognition of achievements
- Contact person at the home and host university
- Mobility grant (by country group)

ERASMUS+

Administration of the programme by the International Office (IO) of Trier University of Applied Sciences (TUAS)

Contact persons at the MAIN
CAMPUS:

Christoph Lex,

lex@hochschule-trier.de Office G 108

Iris Musch

i.musch@hochschule-trier.de Office X 05

Contact person at the DESIGN
CAMPUS:

Berndt Werner

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Further information: <https://www.hochschule-trier.de/international/outgoings/studierende/erasmus-studium-oder-praktikum/>

FINANCIAL SUPPORT

- The Erasmus grant will only provide you with a **subsidy for additional costs incurred** during your stay abroad
- The amount of the grant **depends on the country group**, the **total funds available** and the **duration of your stay abroad**.

Additional funding will be necessary, e.g. DAAD, Auslands-BAföG, HAW

FINANCIAL SUPPORT

Country groups (defined by the EU on the basis of the cost of living, expected payment)

Country group 1: 600 Euro/month

Austria, Belgium, Denmark, Finland, France, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

Country group 2: 540 Euro/month

Cyprus, Czech Republic, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain

Country group 3: 540 Euro/month

Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Romania, Serbia, Türkiye, Hungary

REQUIREMENTS – Overview

BEFORE

Required documents:

- The original Grant Agreement (declaration of acceptance)
- Payment Order as a PDf file filled out on the computer
- Confirmation of Study Period (alternatively the confirmation of enrolment from the university)
- [Online] Learning Agreement

REQUIREMENTS

AFTER

Mandatory:

- Submission of an online report
- Transcript of Records (as a copy)

BEFORE

Trier University
of Applied Sciences

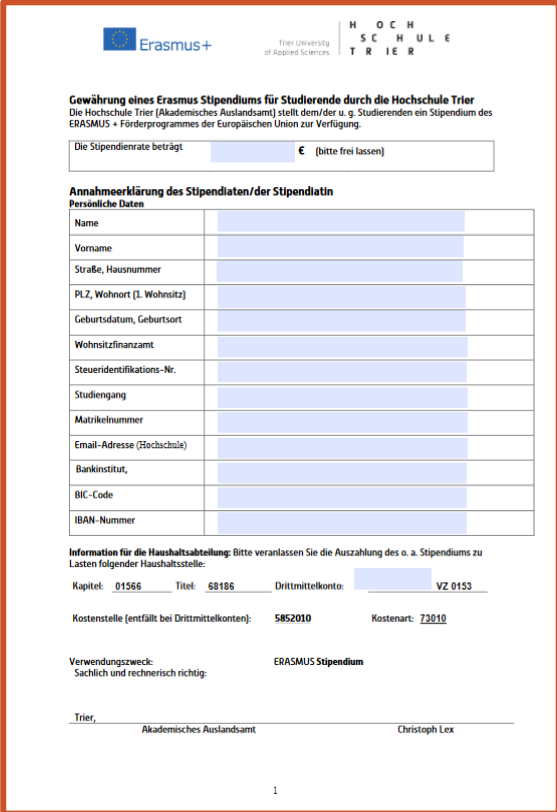
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Payment Order (Zahlungsanweisung)

Please enter:

- Personal details
- Tax number
- Department at TUAS
- Bank account details

submit the original to the IO
before the start of the stay abroad



The form is titled 'Gewährung eines Erasmus Stipendiums für Studierende durch die Hochschule Trier' and includes the Erasmus+ logo. It contains fields for the stipend rate, personal data, and bank details. The personal data section includes fields for Name, Vorname, Straße, PLZ, Geburtsdatum, Geburtsort, Wohnsitzfinanzamt, Steueridentifikations-Nr., Studiengang, Matrikelnummer, Email-Adresse, Bankinstitut, BIC-Code, and IBAN-Nummer. The bank details section includes fields for Kapitäl, Titel, Drittmittelkonto, Kostenstelle, and Kostenart. The form is signed by the Akademisches Auslandsamt and Christoph Lex.

Erasmus+ Trier University of Applied Sciences H O C H S C H U L E T R I E R

Gewährung eines Erasmus Stipendiums für Studierende durch die Hochschule Trier
Die Hochschule Trier (Akademisches Auslandsamt) stellt dem/der u. g. Studierenden ein Stipendium des ERASMUS + Förderprogrammes der Europäischen Union zur Verfügung.

Die Stipendienrate beträgt € (bitte frei lassen)

Annahmeerklärung des Stipendiaten/der Stipendiatin
Persönliche Daten

Name	
Vorname	
Straße, Hausnummer	
PLZ, Wohnort (I. Wohnsitz)	
Geburtsdatum, Geburtsort	
Wohnsitzfinanzamt	
Steueridentifikations-Nr.	
Studiengang	
Matrikelnummer	
Email-Adresse (Hochschule)	
Bankinstitut,	
BIC-Code	
IBAN-Nummer	

Information für die Haushaltsabteilung: Bitte veranlassen Sie die Auszahlung des o. a. Stipendiums zu Lasten folgender Haushaltsstelle:

Kapitel: 01566 Titel: 68186 Drittmittelkonto: VZ 0153

Kostenstelle (entfällt bei Drittmittelkonten): 5852010 Kostenart: 73010

Verwendungszweck: ERASMUS Stipendium
Sachlich und rechnerisch richtig:

Trier, Akademisches Auslandsamt Christoph Lex

1

BEFORE

Grant Agreement

please enter:

- Personal details (please give your TUAS Email address)
- Your host university
- Your means of travel
- bank account details

Please submit the original to the IO **before** the start of the stay abroad

Demnächst **WENIGER** (Erasmus-Koordinator Campus Gestaltung)
oder deren Vertreter
und andererseits dem/der Teilnehmenden („Teilnehmende/r“):

Teilnehmende/r	Vorname, NACHNAME:	
	Anschrift (Wohnsitz):	
	Geburtsdatum:	
	Telefon:	
	E-Mail-Adresse:	

vorherige Förderung einer ERASMUS-Mobilität im gleichen Studienniveau:

☒ nein / ☐ ja, für die Dauer von insgesamt ____ Tagen

gewählte ERASMUS-Partnerhochschule:

Mobilität	Hochschule, Land:	
	Haupttransportmittel: (womit Sie <u>den überwiegenden Teil</u> der Hin- und Rückreise zurücklegen)	☐ Zug / ☒ Bus / ☐ Fahrrad / ☐ Mitfahrgelegenheit / ☐ Auto / ☐ Motorrad / ☐ Flugzeug / ☐ Schiff / ☐ Andere: _____ (Nur EIN Transportmittel ankreuzen!)

Bankkonto, auf das die finanzielle Unterstützung (Verwendungszweck: ERASMUS-Stipendium) überwiesen werden soll:

Bankdaten	Inhaber des Bankkontos:	
	Name der Bank:	
	Clearing/BIC/SWIFT-Nummer:	
	Konto-/IBAN-Nummer:	

ONLINE LEARNING AGREEMENT

- Learning agreement to be drawn up before the start of the stay
- If online OLA not possible, please use pdf version.
- Goal: Recognition of achievements acquired abroad



ONLINE LEARNING AGREEMENT

- Must be agreed with the department
- Must be signed by the student, the home university and the host university
- OLA: all parties have an up-to-date copy.
- PDF: Original with student, send copy/scan to Int. Office and department.

BEFORE

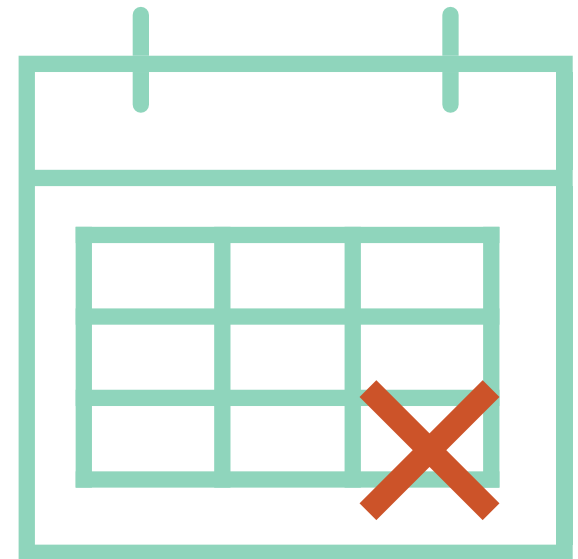
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APPLICATION DEADLINE

Hand in your

- Grant Agreement
- Payment Order
- [Online Learning Agreement]



ONLINE LEARNING AGREEMENT

- Changes during the stay must be noted and again signed by all parties (student, home and host university) in the (online) learning agreement.
- Send a copy/scan of the PDF to Int. Office.

Contact persons at the MAIN
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CONFIRMATION OF STAY

- Have it signed **after arrival** at the host university
- Absolutely necessary for payment of the grant!
- Start and end dates are important for the amount of funding (exact daily settlement).

Trier University of Applied Sciences		H O C H S C H U L E T R I E R			
Confirmation of ERASMUS+ Study Period					
Academic Year 20__/20__					
This is to certify, that Ms./Mr. _____ (name of student)					
from the Hochschule Trier (D TRIER02) is enrolled as an exchange student:					
Name of receiving institution:					
Erasmus code of receiving institution:					
Please sign below at the beginning of the study period:					
First Day of Study: (first day the student has to be present at the receiving institution, including orientation and/or language course)		_____ (day, month, year)			
Name of Signatory (at receiving institution):					
Function of Signatory:					
(Date/Stamp/Signature of Responsible Person in the Receiving Institution)					
Please sign below at the end of the study period:					
Last Day of Study: (last day the student has to be present at the receiving institution, including exams)		_____ (day, month, year)			
Name of Signatory (at receiving institution):					
Function of Signatory:					
(Date/Stamp/Signature of Responsible Person in the Receiving Institution)					

ONLINE REPORT

- Compulsory participation for the evaluation of the programme
- Access link will be sent automatically by email from the EU a few days after the end of the stay abroad.
- Please ensure that you can be contacted by (university) email!
- no later than 10 days after return (Participants who fail to complete and submit the online participant report may be required to partially or fully reimburse the financial support received)

AFTER

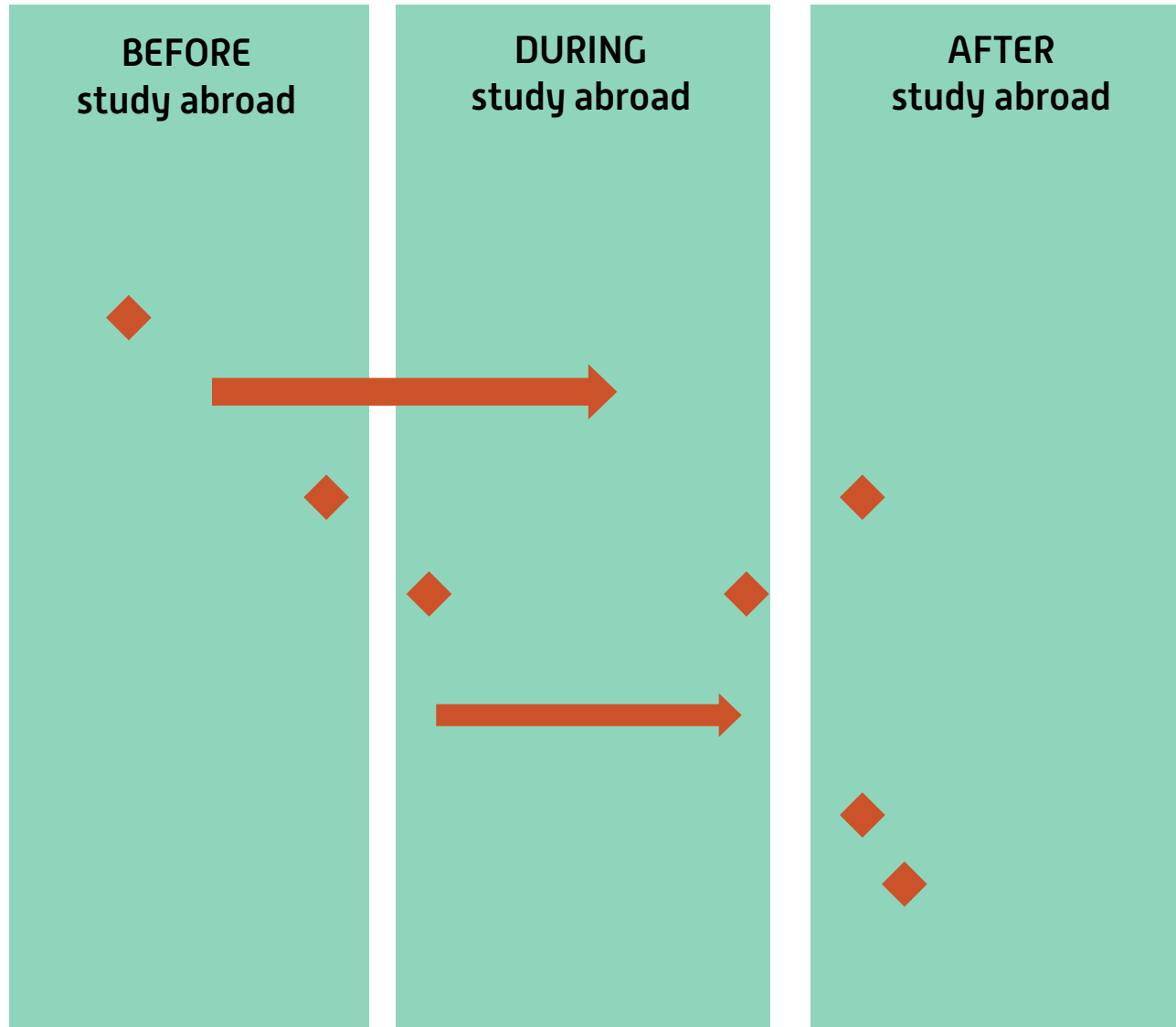
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TRANSCRIPT OF RECORDS

- Certificate / transcript of records from the host university
- Please send a scanned copy to the IO!

- Grant Agreement
- Learning Agreement
- Online language test
- Einschreibe-
bescheinigung
- Online language
course
- Online report
- Transcript of
Records



ERASMUS+ APP

- The Erasmus+ app provides you with useful information and functions before, during and after your stay abroad
- You can find more information and download the app here:
<https://erasmusapp.eu>

INSURANCE COVERAGE

- The ERASMUS scholarship **does not include any insurance cover.**
- ERASMUS scholarship holders declare in their declaration of acceptance that they will personally ensure that they have adequate insurance cover for the duration of their stay abroad.

INSURANCE COVERAGE

We recommend taking out the following insurance policies:

- Health insurance and supplementary international health insurance with repatriation cover
- Liability insurance with cover abroad
- Accident insurance with cover abroad

Please enquire about this with the insurance companies you know!

INSURANCE COVERAGE

The DAAD further offers participation in a group insurance programme for health, accident and liability insurance.

DAAD Insurance Centre: <https://www.daad.de/versicherung/de/>

HEALTH INSURANCE

As a member of a statutory health insurance scheme, you can use the **European Health Insurance Card (EHIC)** to claim benefits abroad, depending on the applicable social security legislation in the country in question.

Before your departure, contact your health insurance company to find out to what extent this agreement applies to your host country and apply for the necessary forms or the card.

HEALTH INSURANCE

Private health insurance companies generally do not have Europe-wide social security agreements, so you may need additional insurance cover for your stay abroad!

In case you would like to go over it again:

You can find all the information from this presentation and much more on the website of the International Office:

<https://www.hochschule-trier.de/international/wege-ins-ausland/studierende/erasmus-studium-oder-praktikum>

Detailed information about your rights and obligations in the ERASMUS+ Student Charter:

https://www.hochschule-trier.de/fileadmin/Hochschule/Einrichtungen/Auslandsamt/Dateien/International_Office/ERASMUS/Erasmus_Studierendencharta.pdf

ANY QUESTIONS?

The International Office wishes you all the best during your time abroad and is always available to answer any further questions you may have!

Contact persons at the MAIN
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